

**POSITION TITLE: POLICE OFFICER**

**SUPERVISION RECEIVED:** Works under the supervision of an officer of higher rank, who reviews work for conformance to department standards and regulations and applicable laws.

**EXAMPLES OF DUTIES:**

- Patrols an assigned area on foot, in a police vehicle or by other means to establish a police presence.
- Enforces those laws, statutes and town ordinances that are under local police jurisdiction.
- Interacts with citizens to receive and/or investigate complaints or to render aid.
- Investigates instances of suspicious criminal or unusual activity detected or reported.
- Actively seeks to apprehend and arrest criminal suspects and law violators.
- When necessary, arrests criminal suspects. Initiates booking process or issues summons as necessary.
- Uses verbal and/or physical skills to subdue unruly persons, persons resisting or fleeing custody, persons engaged in assaults or others posing a danger to citizens or property.
- Investigates motor vehicle accidents to determine causes and issues summonses as necessary.
- Renders first aid to sick and injured persons and victims of crimes.
- Maintains order at shows, parades, rallies, strikes, demonstrations or other public assemblies.
- Directs and controls the movement of vehicles and persons on roadways, intersections, accident scenes, obstructed areas.
- Makes written reports on accidents, investigations, incidents and other activities by completing department forms.
- Conducts follow-up on assigned investigations.
- Attempts to preserve peace and order by use of verbal and conflict resolution skills, or police powers, to settle disputes and disagreements.
- Provides such service to the public as department policy and regulations direct.
- Performs related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to learn police procedures and techniques, the law, department guidelines, and all aspects of recruit training.
- Ability to reason logically, handling situations with good judgment and common sense.
- Alertness, good powers of observation, good vision and hearing.
- Ability to read and write effectively.
- Ability to communicate well, to speak and listen effectively.
- Ability to deal effectively with people, knowing when and how to use such skills as tact, understanding, leadership, and firmness.
- Integrity in conducting oneself in a manner above reproach.
- Ability to calmly handle emergencies and tense situations.
- Good physical condition, strength, agility.

**MINIMUM TRAINING AND EXPERIENCE:** High School diploma or G.E.D., some college preferred, and a good prior work record.

**SPECIAL REQUIREMENTS:** Must be able to pass a thorough background investigation, polygraph, medical and psychological examination as well as physical agility and written tests. Other special requirements may apply.